

**NATIONAL GUARD of WISCONSIN**  
**Human Resources Office**  
**P.O. Box 8111**  
**Madison, WI 53708-8111**  
**Army National Guard**  
**Active Guard Reserve (AGR)**

**ANNOUNCEMENT AR 04-93**

<b>OPENING DATE: 14 July 2004</b>
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<b>CLOSING DATE: 28 July 2004</b>
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<b><i>APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS (1600 HOURS)</i></b>
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**POSITION: Property Book Officer**

**UNIT/LOCATION: HHS 1st Bn 121st FA Bn, Milwaukee, WI**

**OPEN TO MALE SOLDIERS ONLY**

**MILITARY REQUIREMENTS (AOC):** Must possess or qualify to possess **920A**

**AREA OF CONSIDERATION:** Any Warrant Officer eligible to serve with the WIARNG full time force or if enlisted, eligibility will require attendance at WOCS for appointment.

**SALARY RANGE:** Pay and allowance commensurate with military rank.

**MINIMUM ALLOWABLE GRADE: E-5 CMF 92Y, WOC or WO1**

**MAXIMUM GRADE AUTHORIZED: CW4**

**MINIMUM QUALIFICATION REQUIREMENTS**

1. It is desirable that applicants have served a minimum of two years in the National Guard within the last six years.
2. Applicants must meet physical standards established in AR 40-501, Chap 2 and AR 600-9.
3. Must be able to complete a 3-year initial tour of active duty before:
  - (1) Completing 18 years of active service or
  - (2) The date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
4. Separation from the military service for cause constitutes ineligibility.
5. Voluntary separation for one or more days from the AGR program results in ineligibility to reenter the AGR program for one year from the date of separation (waiverable).
6. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
7. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being ordered to AGR status.

8. Applicants must **not** be subject to flagging action when ordered to AGR status.

## **ADDITIONAL INFORMATION:**

1. **Enlisted applicants:** Enlisted applicants must meet the requirements for appointment as 920A (Property Accounting Technician) Warrant Officer in the Quartermaster Corps. Prerequisites are: Must be a US Citizen; Minimum aptitude area score of 110 GT; Must be a high school graduate or possess a GED; Must have a Secret security clearance; must have successfully completed the standard 3 event APFT within the last 12 months; must meet height/weight standards; must meet the minimum requirements of an appointment physical IAW AR 40-501; must be an E-5 or higher; must have 6 credit hours of college level English (CLEP acceptable); must provide all NCOERS and at least 3 must reflect outstanding and exceptional performance ratings noted with "among the best" ratings by the Rater and "successful" and "superior" ratings by the Senior Rater; a letter of recommendation from a Senior 920A Warrant Officer (CW3/4/5); 5 years documented experience in MOS 92Y (documented related civilian or military experience related to MOS 92Y will be taken into consideration); documented minimum of 1 yr supervising personnel.

2. Enlisted applicants, if selected, must immediately submit a separate WO pre-determination packet to WIAR-PA-OFF.

3. Individual selected will be ordered to or continued on full-time military duty under the provisions of the title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General

4. Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).

5. Normally the first 18 months of this tour is in a stabilized position.

6. Applicants participating in the Selective Reserve Incentive Program (SRIP) may be terminated from SRIP upon entry in the AGR program. Review SRIP agreement for applicable termination rules.

**\*\*\*\*\* If an enlisted member is selected, member will be required to complete the Warrant Officer Candidate School-Reserve Component (WOCS-RC) prior to appointment as a warrant officer.**

## **BRIEF DESCRIPTION OF DUTIES**

Supervises the technical aspects of unit property book records per AR 710-2. Performs in both manual and automated property book accounting environments with related functions associated with accurate property accountability. Monitors and performs evaluations of subordinates supply operations per Command Supply Discipline Program (CSDP) and AR 710-2. Performs financial inventory accounting as applied to the Army's budgeting system. Performs property accounting duties at the unit and organization levels or on division property book teams. Complies with appropriate regulations, forms and procedures pertaining to property books, hand receipts and other property accounting documents. Accounts for and manages command property using the Defense Property Accounting System (DPAS) and the Standard Property Book System-Redesign (SPBS-R). Manages and maintains formal property records for the HQ 1-121st FA Bn. Responsibilities include managing hand receipt accounts, requesting or receiving property, conducting, annual and sensitive item inventories on equipment accounted for on hand receipts. Coordinates support requests for AT and related training events. Manages equipment changes. Provides customer-service and support as required to supported Primary Hand Receipt Holder accounts.

**Individual selected must be able to become qualified for the duty position through military or civilian equivalent education if not already determined as qualified**

## **HOW TO APPLY**

1. Submit a **signed and current dated**, NGB Form 34-1, with a cover letter indicating the military vacancy announcement number (Copies of NGB 34-1 or faxed copies will not be reviewed). Do not submit application packets in three-ring binders.

2. All applicants must submit the following documents: (the NGB 34-1 and the DMA Form 181 can be found at <http://dma.wi.gov>)

- Cover letter
- NGB Form 34-1, (Application for AGR Position), dated Oct 2002
- DMA Form 181, (Race and National Origin Identification), dated 1 Jul 1998
- A certified copy of DA Form 2-1, (Personnel Qualification Record), **with ASVAB scores listed.**
- Either a copy of **ALL** NCO-ER's, or a copy of the last three OER's.
- Copies of **ALL** DD Form 214, (Certificate of Release or Discharge from Active Duty), (not required for on-board AGR personnel).  
A copy of college transcripts or CLEP test results to verify college English credits.
- Submit a statement of current height, weight and if applicable body fat measurement **signed by unit Readiness NCO, First Sergeant, or Commander.**
- A Copy of DA Form 705, (Army Physical Fitness Test Scorecard).
- Copy of current (done within the past 5 years) physical, DD 2807-1, (Report of Medical History) & DD 2808, (Report of Medical History) (**all pages**), **including PULHES scores.**
- **Comments on specific qualification requirements** named in this announcement, if applicable, will be included in a separate attachment to the NGB Form 34-1.
- **A statement explaining the absence of these documents must be included in the cover letter.**

**NOTE: Members of the Wisconsin Army National Guard are encouraged to contact their unit Readiness NCO to obtain the documents needed.**

3. Forward application to The Adjutant General, DMA Wisconsin, ATTN: **WING-HR-MD (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Applications must be mailed at applicants' own expense (next day mail suggested). Individuals may call prior to job closing date to ensure the application was received. HR will not review the application before the closing date. The applicant is responsible to ensure that application and all required supporting material are complete. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

**FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail [fedhrfeedback@wi.ngb.army.mil](mailto:fedhrfeedback@wi.ngb.army.mil)